



PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., February 19, 2009.**

The projects from this bulletin will be presented at the **April 14, 2009 Board Meeting.**

NOTICE TO RECIPIENTS: Please read carefully and follow all rules and instructions in this document.

REMINDER: You are able to access the 255 Form (**REVISED 01/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 02/04/09.

Board Meeting results can be found on CDB's website April 15, 2009.

CDB's Internet Address:
www.cdb.state.il.us

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PROFESSIONAL SERVICES BULLETIN GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
 - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **REMINDER: You are able to access the REVISED 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On August 26, 2008, Executive Order Number 3 (2008), establishing new restrictions on campaign contributions and solicitations by State contractors and bidders were issued. Additionally, on September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the "Act"), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act and the Executive Order, as well as a Fact Sheet about them, may be found on the Illinois Procurement Bulletin, www.purchase.state.il.us.

Public Act 095-0971

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.

Executive Order #3 (2008)

Executive Order #3 (2008), effective January 1, 2009, establishes new requirements affecting contributions that contractors, consultants, vendors and bidders, including affiliated persons and entities, may make to state officeholders, declared candidates for state offices and political organizations established to benefit such officeholders and candidates. Any contract entered into as a result of this solicitation may be voidable for failure to comply with the Executive Order.

CDB PROJECT NO. 102-114-015
Department of Natural Resources
Construct Boat Access
Lowden State Park and Memorial - Ogle County

CDB PROJECT MANAGER: Tim Dietz

APPROPRIATED AMOUNT: \$330,000
ESTIMATED TOTAL PROJECT COST: \$900,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III N

The Lowden State Park and Memorial is a 12,642 square foot, 21-building facility constructed in 1935.

The scope of work provides for constructing a two-lane boat ramp, access road, a parking area including approximately 50 vehicle-trailer parking spaces, courtesy boat docks, security lights and gate and appropriate site furnishings and signage. The work also includes constructing one set of DNR standard vault toilets.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 102-313-046
Department of Natural Resources
Reconstruct Boat Ramp and Parking Area
Kankakee River Conservation Area and State Park

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$170,000
ESTIMATED TOTAL PROJECT COST: \$170,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Kankakee River Conservation Area and State Park is a 3,700-acre park located along a nine mile stretch of the Kankakee River.

The scope of work provides for constructing a one-lane boat ramp, asphalt driveway, maneuvering area, a parking area including ten vehicle-trailer parking spaces and one accessible vehicle-trailer space and appropriate pavement markings and signage.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 102-519-010
Department of Natural Resources
Various Improvements
Eagle Creek State Park - Shelby County

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: \$425,000
ESTIMATED TOTAL PROJECT COST: \$425,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Eagle Creek State Park is a 6,933 square foot, ten-building, facility constructed in 1975.

The scope of work provides for constructing dock slips, dock facilities at the high water boat ramp, an ADA accessible gangway, rip rap along the shoreline, and resurfacing the parking lot including appropriate striping and signage.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 102-749-022
Department of Natural Resources
Relocate Boat Access
Red Hills State Park - Lawrence County

CDB PROJECT MANAGER: Ross Zeidler

APPROPRIATED AMOUNT: \$525,000
ESTIMATED TOTAL PROJECT COST: \$525,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III N

Red Hills State Park is a 948-acre park containing a 40-acre lake.

The scope of work provides for constructing a one-lane boat ramp, asphalt driveway and maneuvering area, a parking area including ten vehicle-trailer parking spaces and one accessible vehicle-trailer space and appropriate pavement markings and signage.

The work also includes providing a courtesy boat dock, a DNR standard masonry block restroom, drinking fountain and water hydrant, information kiosk and appropriate erosion control and drainage measures.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 546-385-029
Department of Military Affairs
Construct Shoot House
Marseilles Armory (Training Area) - LaSalle County

CDB PROJECT MANAGER: Steve Halm

APPROPRIATED AMOUNT: \$3,000,000 (Federally Funded)

ESTIMATED TOTAL PROJECT COST: \$3,000,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$750,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)

The Marseilles Training Area is a 206,445 square foot, 61-building facility constructed in 1960.

The scope of work provides for constructing a 4,500 square foot Live Fire Shoot House with support facilities. The Shoot House is a 4,500 square foot, split level, concrete and steel building. The building has multiple rooms arranged to permit small unit/team training in a variety of training scenarios in various environments, i.e. retail store, office space, and small home or apartment. The rooms will be of various sizes with stairways, and hallways all equipped with interactive video capabilities. The interactive video will be utilized to provide command, control, remote observation of the training, and action reviews. All walls, ceilings, and penetrations will be covered with bullet proof material to provide a "Zero Meter" surface danger zone and prevent ricochet.

The work also provides for constructing a 1,000 square foot post action review/concurrent training building. This building will consist of a platoon sized video observation/editing/projection room, a control room, a concurrent training/briefing room, and latrines.

The work also includes constructing a 120 square foot ammunition breakdown building that includes target storage and electrical and data cable storage.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 630-000-127
Department of Transportation
Renovate Men's Restrooms and Construct Women's Restrooms
Statewide Program - District 5 Clinton/Monticello

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$75,000
ESTIMATED TOTAL PROJECT COST: To Be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Maintenance Storage Facility (D0555) in Clinton is an 8,320 square foot, one-story building constructed slab on grade with sheet metal exterior and was constructed in 1976. The Maintenance Storage Facility (D0550) in Monticello is an 8,320 square foot, one-story building constructed slab on grade with sheet metal exterior and was constructed in 1976.

The scope of work provides for remodeling the existing men's restrooms and adding women's restrooms to meet current ADA requirements at both locations.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 630-224-008
Department of Transportation
Construct Building Addition
Bloomington Sub Section Maintenance Yard - McLean County

CDB PROJECT MANAGER: Kevin Easton

APPROPRIATED AMOUNT: \$150,000
ESTIMATED TOTAL PROJECT COST: To Be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Maintenance Storage Facility (D0328) is a 9,600 square foot, one-story sheet metal building constructed slab on grade with four foot high concrete foundation walls, metal windows constructed in 1970.

The scope of work provides for constructing an addition, approximately 24' x 30', to house expanded restrooms. The work also includes replacing the main water supply line with new 2" pipe from the meter to the building. Asbestos abatement may be required.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 630-314-005
Department of Transportation
Replace Roofing System - Materials Lab
Peoria West - US 150 (Edwards)

CDB PROJECT MANAGER: Bill Spainhour

APPROPRIATED AMOUNT: \$172,000
ESTIMATED TOTAL PROJECT COST: \$172,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Materials Lab (D0463) is a 9,000 square foot brick and concrete block structure constructed on grade with a built up roof of tar and gravel with deck insulation constructed in 1993.

The scope of work provides for replacing approximately 7,496 square feet of roofing system, including new insulation, flashings and membrane. The work also includes a new exterior access ladder.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 630-352-005
Department of Transportation
Renovate/Construct Restroom and Install Sanitary System
Leverett Road/North I-57 - Champaign

CDB PROJECT MANAGER: Kirk Fernandes

APPROPRIATED AMOUNT: \$397,000
ESTIMATED TOTAL PROJECT COST: \$397,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Office/Truck Storage Building (D0521) is a 8,640 square foot, one-story building constructed in 1968.

The scope of work provides for remodeling the building interior to add a women's toilet room, and increase the number of fixtures in the men's toilet room. The work will include minor remodeling of other interior spaces, and modifications to the electrical and mechanical systems as required to accommodate toilet room additions. The work also includes providing a new septic system and well.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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